

**Questions and Answers
for
PR-HQ-02-10533**

Question #1: How many pages will be scanned?

Answer to #1: It is estimated up to 1000 pages per day are to be scanned.

Question #2: Is an image system currently being used ?

Answer to #2: No.

Question #3: Is this solicitation strictly for software? Is hardware (server, scanners) part of the solicitation? Is the EPA expecting the vendor to only provide a software solution which is compatible with existing system network architecture or a scalable software/hardware workflow solution?

Answer to #3: The vendor is expected to provide a system that has a workflow module, letter generator, electronic redaction capabilities and a report generator. A scanner will be needed to convert records to a tiff format. The Office of Pesticide Programs' (OPP) LAN uses Novell NetWare for file and print services, Lotus Notes for email and Oracle databases running on Compaq Tru64 UNIX for database applications.

Question #4: Will the software be installed on existing hardware? If so, what is the configuration of the current hardware that will be used?

Answer to #4: The software will be installed on an existing Oracle server.

Question #5: Will EPA personnel need assistance in the application design?

Answer to #5: It is expected that the application is already developed and deployed. EPA personnel are expected to assist with minor customization, such as creating the cover letter templates.

Question #6: What is the current EPA infrastructure (e.g. Oracle, etc.) ?

Answer to #6: Oracle.

Question # 7: How many sites or number of bureaus will the contractor support?

Answer to #7: There will be 20 users in one office.

Question #8: Is this a local implementation?

Answer to #8: Yes.

Question #9: What is the workflow requirement?

Answer #9: A workflow module is required.

Question #10: Will EPA require the automatic generation letters, audit trails, annual report requirements, or a fee generator?

Answer #10: Letter generator, case tracking, fee generator, and a flexible report generator are required.

Question #11: Is there an Oracle database requirement?

Answer to # 11: Yes.

Question #12: Is there a full text retrieval requirement?

Answer to #12: Yes, full text retrieval is required.

Question #13: Are there compatibility issues with existing or planned applications requirements?

Answer to #13: Application must run on Oracle and be compatible with existing OPP LAN.

Question #14: Are scanner hardware requirements consistent with current platform?

Answer to #14: Yes.

Question #15: Are the 20,000 science reviews in hardcopy or electronic file format? If hardcopy, please describe their condition.

Answer to #15: The 20,000 plus reviews that have been redacted to date are in paper copy only. The conversion of these files to an electronic image (tiff format) is not part of this solicitation. When and if future funds become available to the office this issue will be addressed then. Documents that will be converted to tiff format will be the documents that are processed with new system.

Question #16: Will the scanning be at multiple locations?

Answer to #16: No- just in the office.

Question #17: What platform does the product need to operate on?

Answer to #17: Oracle.

Question #18: Do you prefer a client/server based application or web-based?

Answer to #18: Client/server.

Question #19: On January 10, 2002 EPA in conjunction with SRA will be reviewing the final candidates for a Records Management/Document Management solution. Is this at all related to the FOIA request?

Answer to #19: No.

Question #20: Are you interested in having the capability to search and retrieve all incoming and outgoing e-mail messages for FOIA. (You can then forward the e-mails that you searched to the appropriate people.)

Answer to #20: No.

Question #21: What format will the documents be: e.g. TIFF, PDF, Text ?

Answer to #21: Tiff format.

Question #22: Is interface required with email?

Answer to #22: Data will reside in an Oracle server and must be able to be sent out attached to email when necessary.

Question #23: Is information distribution planned via CD?

Answer to #23: Yes.

Question #24: What is the hardware platform for implementing the software?

Answer to #24: IBM Compatible 533 Hz minimum.

Question #25: What is the Network environment planned for implementing the software?

Answer to #25: Novell

Question #26: Do you plan to charge fees for the information services?

Answer to #26: Yes, fees will be assessed under current FOIA procedure.